



## HRICNOTE 5231

### HUMAN RESOURCES SERVICE AND INFORMATION CENTER NOTICE 5231

Subj: CH-4 TO HRICINST M5231.2, SOURCE DATA AUTOMATION II USER MANUAL

1. **PURPOSE.** This notice publishes changes to HRICINST M5231.2, Source Data Automation II User Manual.
2. **ACTION.** Addressees shall enter page changes as indicated in the Procedure section of this notice.
3. **SUMMARY.** A side bar in the margin marks the significant changes. Significant changes are summarized as follows:
  - a. **General Record Maintenance Pages 1-B-20 thru 1-B-21.** The following menus and transaction screens will change after 03 April 2001 in conjunction with CGHRMS 7.5 release. Disabled menu items will have "CGHRMS" in the title, indicating the transaction must be completed in CGHRMS. Disabled data fields will still appear in transaction screens but the capability to enter the field has been disabled:

#### Training, Education, and Qualifications Menu

- ASVAB Scores
- Completion of Degree Training
- Completed School
- Change Qualification Codes
- Record Foreign Language Skill
- Report Scores from ASVAB Test

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A																										
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C														8												
D																										
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F																										
G																										
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3. **SUMMARY, Continued.**

Miscellaneous Menu

- Record Award Information
- Assignment Data Maintenance (See ALCOAST 327/00)

Miscellaneous Menu II

- Awards for Unit Scroller
- b. Advance Pay And Allowances Paid Through PMIS/JUMPS (H605) Online, Pages 2-A-101. Add at the end of the Purpose section, "Because of the availability of direct deposit, it is normally unnecessary for Coast Guard members to be paid advance pay and allowances. Contact HRSIC (MAS) to obtain advance approval prior to submitting this transaction". In the Reference section, delete the 3PM reference.
- c. Start/Resume Pay And Allowances (Flight Deck Hazardous Duty Incentive Pay (P607), Pages 2-A-175 and 2-A-176. Change effective date to 12/15/97. Change Flight Deck Hazard Pay Start Date to 12/01/97. Change Flight Deck Hazard Pay Stop to 12/31/97. Under Effective Date "Action" change to: This transaction must have an effective date during the month the member earns FDHIP. FDHIP is paid for a full month if the member meets the requirements of Chapter 5-C, Coast Guard Pay Manual and is assigned to the vessel for the entire month. If the member meets the requirements of 5-C, Coast Guard Pay Manual, but is not assigned to the vessel for the full month, FDHIP entitlement is prorated for the month. Note: A separate transaction is required for each month or part of a month the member is entitled to FDHIP. Under Flight Deck Hazard Pay Start "Action" change to: For member entitled to a full months FDHIP pay enter the first day of the month. For partial month entitlement to FDHIP, enter the date member became entitled in that month. Under Flight Deck Hazard Pay Stop "Action" change to: For member entitled to a full month FDHIP pay enter the last day of the month. For partial month entitlement to FDHIP, enter the last day member was entitled in that month.
- d. Change In Housing Other Than PCS Table and Change in Dependency Status Table, Pages 2-A-119 and 2-A-225. Acquisition of an additional BAH eligible family member and BAH eligibility determination can be approved by the PERSRU. If member is receiving OUTCONUS COLA, use date family member is acquired as the CG 4170-A effective date. For all other reasons, use date CG-4170A is prepared. A Change in Housing transaction is not required. If member is receiving OUTCONUS COLA, a Start/Resume COLA transaction (P607) is required. See page 2-A-148.

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### 3. **SUMMARY, Continued.**

- e. PCS Departing Event, Page 3-A-2. The ability to update qualification codes and school completions via the PCS Departure Active Duty Transactions will be removed. Advancements, Designators, or Changes in rating may still be reported in conjunction with this event.
- f. PCS Departing Event for Active Duty Member, Page 3-A-4. Deleted "or Advance Pay and Allowances" in the first sentence and in the Note. It is located in the last row of the chart at the top of the page.
- g. PCS Departing Event for Reserve Members Coming on Extended Active Duty Greater Than 139 Days, 3-C-5. Deleted "or Advance Pay and Allowances" in the first sentence in the third row of the chart, third column and in the Note.
- h. Temporary Additional Duty, 6-A-1. The ability to report school completions and qualification codes via this event will be disabled.
- i. Officer Accession into Coast Guard, 7-A-10. Education Level (Highest Grade Completed) will continue to be entered in Initial Active Duty Information transactions. Degree and Language Skill Fields will be disabled.
- j. Enlistment Into the Coast Guard Transactions, Pages 7-B-10. Enlistment Test, Test Score, and Language Skill fields will be disabled in the Enlistment Information Screens. These Screens are used in the following events:
  - Enlistment Into the Coast Guard Transactions
  - Reporting Reserve Enlisted Officer Candidate for Reserve Officer
  - Revert to Enlisted from Cadet Transactions
- k. Recall from Retirement With Break in Service, Pages 7-D-9. Education Level (Highest Grade Completed) will continue to be entered in Initial Active Duty Information transactions. Degree and Language Skill Fields will be disabled.
- l. Discharge to Immediate Reenlistment, Page 8-A-2. Removed CFTRR Board applicability.
- m. Departing Temporary Commissioned Officer From OCS School, Page 10-B-2. The ability to report school completion via the Former Enlist/Warrant Officer Departing as a Temporary Officer event will be disabled.
- n. Departing Reserve Commissioned Officer from OCS School, Page 10-D-2. The ability to report school completions and qualifications codes via the Former Enlisted Departing as Reserve Commission event will be disabled.

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3. **SUMMARY, Continued.**

- o. Reporting Reserve Enlisted Candidate to OCS to become a Reserve Officer, Pages 10-E-7, 12. Enlistment Test, Test Score, and Language Skill fields will be disabled in the Enlistment Information Screens. These Screens are used in the following events:
  - Enlistment Into the Coast Guard Transactions
  - Reporting Reserve Enlisted Officer Candidate for Reserve Officer
  - Revert to Enlisted from Cadet Transactions
- p. Departing Reserve Officer (Prior Reserve Enlisted) from OCS School, Page 10-F-2. The ability to report school completions and qualifications codes via the Former Reserve Enlisted as Reserve Officer will be disabled.
- q. Begin Confinement, Page 11-C-3. Add note stating transaction not used for civilian or military confinement. The member's servicing PERSRU is the same in pretrial confinement.
- r. Revert to Enlisted from Cadet (Member coming on Regular Active Duty or Reserve coming on extended Active Duty), Pages 12-A-9,15. Enlistment Test, Test Score, and Language Skill fields will be disabled in the Enlistment Information Screens. These Screens are used in the following events:
  - Enlistment Into the Coast Guard Transactions
  - Reporting Reserve Enlisted Officer Candidate for Reserve Officer
  - Revert to Enlisted from Cadet Transactions
- s. Accession of Cadet Graduate, Page 12-D-2. The ability to report school completions and qualifications codes via the Accession of Cadet Graduate Transactions will be disabled.

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**4. PROCEDURE:** Remove and insert the following pages.

Remove Pages	Insert Pages
1-B-19 thru 1-B-22	1-B-19 thru 1-B-22
2-A-101	2-A-101
2-A-119	2-A-119
2-A-175 and 2-A-176	2-A-175 and 2-A-176
2-A- 225	2-A-225
3-A-1 thru 3-A-4	3-A-1 thru 3-A-4
3-C-5	3-C-5
6-A-1 and 6-A-2	6-A-1 and 6-A-2
7-A-9 and 7-A-10	7-A-9 and 7-A-10
7-B-9 and 7-B-10	7-B-9 and 7-B-10
7-B-15 and 7-B-16	7-B-15 and 7-B-16
7-D-9 and 7-D-10	7-D-9 and 7-D-10
8-A-1 and 8-A-2	8-A-1 and 8-A-2
10-B-1 and 10-B-2	10-B-1 and 10-B-2
10-D-1 and 10-D-2	10-D-1 and 10-D-2
10-E-7 and 10-E-8	10-E-7 and 10-E-8
10-E-11 and 10-E-12	10-E-11 and 10-E-12
10-F-1 and 10-F-2	10-F-1 and 10-F-2
11-C-3	11-C-3
12-A-9 and 12-A-10	12-A-9 and 12-A-10
12-A-15 and 12-A-16	12-A-15 and 12-A-16
12-D-1 and 12-D-2	12-D-1 and 12-D-2

5. **Comments and Recommendations.** Comments or recommendations may be submitted by E-mail to “HRSIC-PRC” or by returning the comment form in Enclosure (1) of this manual.

R. D. RECK

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